



**Department of Fisheries and Marine Science**  
**Faculty of Fisheries and Ocean Sciences**  
*Ocean University of Sri Lanka*

Undergraduate Student Handbook  
Academic Year 2019/2020

## Usage Policy

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**Message from the Vice Chancellor of Ocean University of Sri Lanka**

The future prosperity of Sri Lanka depends on how well we control our geographical location as a sea hub and utilizes the marine resources in the surrounding sea. Our location in the Indian Ocean has shaped our history over a long period of time and will continue to do so in the future. New consumer markets are emerging all across Asia and the major economies of China, Japan and India contribute to the growth of the maritime activities in the busy east-west shipping route which is only a few nautical miles south of the island. On this route, more than 150,000 ships annually carry two-thirds of the world's oil supply and a half of total ocean freight. Furthermore, Sri Lanka has the jurisdiction for its seabed resources up to 200 nautical miles and we have claimed beyond 200 nautical miles under the United Nations Convention of the Law of Sea since geographic conditions support that our river sediments reached far beyond. Thus, Sri Lanka's situation in the nautical corridor between the East and West and its natural resources in the surrounding sea has become important for the future development of the country. We as a nation need to reposition our country to maximize these advantages. To fully tap this potential, Sri Lanka needs to develop its human resources and the Ocean University of Sri Lanka has the capacity to cater this important task. At present, the University offers marine, maritime and fisheries related BSc degree programs in the fields of Engineering, Logistics and Transport and Science. Further, it offers skill sector NVQ level diplomas and certificates courses in the same areas from its network of regional centers.

This handbook would guide you the academic pathways and related information on your department and the University. I hope that you would use this important learning opportunity to mould yourself towards a successful carrier in the marine industry.

I wish you all the success!

**Prof. Nalin Ratnayake**

*BSc (Hons/Peradenya), MSc (Japan), PhD (Japan), C. Geol.,*

*Professor in Marine Geology*

Vice Chancellor/Ocean University of Sri Lanka

## Contents

Message from the Vice Chancellor of Ocean University of Sri Lanka.....	ii
<b><u>1. Ocean University of Sri Lanka .....</u></b>	<b><u>3</u></b>
1.1 Introduction .....	3
1.2 Vision and Mission .....	3
1.3 Location .....	3
1.4 Contact Information .....	3
1.5 Officers of the University .....	4
1.6 Contact Details of Other Facilities .....	4
1.7 Faculties of the Ocean University of Sri Lanka .....	5
<b><u>2. Faculty of Fisheries and Ocean Sciences (FFOS) .....</u></b>	<b><u>5</u></b>
2.1 Admission Requirements .....	5
2.2 Students' Registration .....	5
2.3 Course Enrollment .....	5
2.4 Orientation Programme.....	6
2.5 Academic Calendar .....	6
2.6 Course Modules/ Course Units.....	6
2.7 Credit Value of a Course Module/ Course Unit.....	7
<b><u>3. Department of Fisheries and Marine Sciences (FMS).....</u></b>	<b><u>8</u></b>
3.1 Course Units offered by the Degree programme .....	8
3. 2 Identification of Course Modules .....	9
<b><u>4. Course Modules.....</u></b>	<b><u>9</u></b>
<b><u>5. Academic Staff of the Department .....</u></b>	<b><u>13</u></b>
<b><u>6. Examination &amp; Evaluation.....</u></b>	<b><u>18</u></b>
6.1 Grading System .....	18
6.2 Receiving an Incomplete ["I"] Grade .....	19
6.3 Failing Course Modules at Examinations.....	19
6.4 Improvement of Grades .....	19
6.5 Grade Point Average (Semester) .....	19
6.6 Study Limits.....	20
6.7 Graduation Requirements .....	20
6.8 Award of Classes .....	20

6.9 Effective Date of Award of Degree .....	21
<b><u>7. Administrative Policies .....</u></b>	<b><u>21</u></b>
7.1 Examination By-Laws .....	21
7.1.1 Eligibility for Examinations .....	21
7.1.2 Regulations Governing the Conduct of Examinations .....	21
7.1.3 Absence from the Examinations .....	23
7.1.4 Examination offenses .....	23
7.1.5 Penalties for Examination Offenses .....	24
7.2 Student Code of Conduct .....	24
7.2.1 Codes of Practice for Students .....	24
7.3 Prohibition of Ragging and Other forms of Violence in Educational Institutions .....	25
<b><u>8. Library .....</u></b>	<b><u>26</u></b>
8.1 Lending Section .....	26
8.2 Reference Section .....	26
8. 3 Photocopying Service .....	26
8. 4 Borrowing Library Resources .....	26
8. 5 Returning Library Resources .....	27
8. 6 Fines and Payments .....	27
<b><u>9. Student services and facilities .....</u></b>	<b><u>27</u></b>
9.1 Getting help and Advice .....	27
9.2 Hostel Facilities .....	27
9.3 Cafeterias .....	27
9.4 Sport facilities .....	28
<b><u>10. Student activities .....</u></b>	<b><u>28</u></b>

# 1. Ocean University of Sri Lanka

## 1.1 Introduction

Ocean University of Sri Lanka (OCUSL) is established in 2014 by Parliament Act. NO. 31. This is a new University with the objective to provide University education and offer vocational and technical courses in Fisheries, Ocean Sciences, Maritime Technology and allied fields. The new act was introduced to provide the establishment, maintenance and administration of the Ocean University of Sri Lanka; to provide the necessary legal infrastructure facilitating courses leading to higher education at the Ocean University of Sri Lanka. This also includes disseminate knowledge, provide extension courses, provide vocational and technical courses for personal in the field, to offer vocational and technical courses pertaining to National Vocational Qualification (NVQ) and assist to study and upgrade academic qualifications in the fields of fisheries, ocean science, marine engineering/ maritime technology.

At present, Ocean University of Sri Lanka constitutes with two faculties, namely Marine Engineering and Management and Fisheries and Ocean Sciences. The University offers Bachelor, Diploma and Certificate courses which are conducted in various disciplines related to Fisheries, Ocean Sciences and allied fields.

## 1.2 Vision and Mission

### **Vision**

*To be a leader of human resources development in fisheries and marine science and maritime technologies in south Asia.*

### **Mission**

*To provide state-of-the-art training and education to meet the current and emerging need in the fisheries, marine and maritime sectors.*

## 1.3 Location

The main premises including central administration unit of the University is located at the Mattakkuliya University complex, Colombo -15, Sri Lanka.

## 1.4 Contact Information

Ocean University of Sri Lanka,  
Crow Island, Mattakkuliya, Colombo -15,  
01500, Sri Lanka.

Telephone: +94 11 4 346 992

Fax: +94 11 2 527 371

E. mail: info@ocu.ac.lk

## 1.5 Officers of the University

Vice Chancellor	Prof. Nalin Rathnayake
Dean / Faculty of Fisheries and Ocean Science	Dr. M. F. M. Fairoz
Dean / Faculty of Marine Engineering	Dr. H. B. Jaysiri
Head of the Department of Fisheries and Marine Science	Mrs. S. Nesha Dushani
Head of the Department of Oceanography	Dr. Jagath Rajapakshe
Head of the Department of Aquaculture and Seafood Technology	Dr. (Mrs,) W.A. A.D. Lanka Wickramasinghe
Registrar	Mr. Hemantha Rathnayake <b>Tel:</b> +94-114346970 <b>Email:</b> sudemratha@gmail.com
Senior Assistant Registrar - Examinations	Mr. RashinthaThushara <b>Tel:</b> +94-114346970 <b>Email:</b> rashintha2012@gmail.com
Assistant Registrar – Student Affairs	Mr. Dilantha Perera <b>Tel:</b> +94-114346970 <b>Email:</b> dilanthaperera@live.com
Warden (Male Hostel, Mattakkuliya)	Dr. Jagath Rajapakshe <b>Tel:</b> +94-718386403 <b>Email:</b> jagath_r@hotmail.com
Warden (Male Hostel, Tangalle)	Mr. V. T. K. Dayarathne <b>Tel:</b> +94-786290629 / +94 719522786 <b>Email:</b> sciencekelum@yahoo.com
Warden (Female Hostel, Tangalle Campus)	Dr. W. A. Anusha D. L. Wickramasinghe <b>Tel:</b> +94-71 4709707 <b>E mail:</b> lankadimuthu@yahoo.com

## 1.6 Contact Details of Other Facilities

Vice Chancellor's Office	<b>Tel:</b> Direct: +94-1143981
Human Resources Division	<b>Tel:</b> Direct: +94-1143978
Finance Division	<b>Tel:</b> Direct: +94-114346974, +94-114346970 <b>Email:</b> ocuslfinance@gmail.com
Library	Colombo -15 <b>Tel:</b> Direct: +94-114346980, +94-114346970 Tangalle <b>Tel:</b> +94-472242404
Security Division	Mr. K. A. Sunanada Sirisena Officer-in- Charge, Tangalle +94716066571

## **1.7 Faculties of the Ocean University of Sri Lanka**

The University has following two faculties namely, Faculty of Marine Engineering & Management (FMEM) and Faculty of Fisheries and Ocean Sciences (FFOS). Each Faculty Board consists of the Dean of the Faculty, all permanent Senior Lecturers, Lecturers and two student representatives nominated by the students.

## **2. Faculty of Fisheries and Ocean Sciences (FFOS)**

The Faculty of Fisheries and Ocean Sciences (FFOS) offers two degree programmes under two departments. Department of Fisheries and Marine Sciences (FMS) offers B.Sc. in Fisheries & Marine Science (General & Special) Degree and department of Oceanography (OCE) offers B.Sc. in Oceanography (Special) Degree. Duration of the general degree programme is 3 years (Sri Lanka Qualification Framework-5) while duration of the special (Hons) degree program is 4 years (Sri Lanka Qualification Framework-6). Diploma and Certificate Courses are also available in relevant disciplines.

### **2.1 Admission Requirements**

All applicants for the Bachelor degree programme in the Ocean University of Sri Lanka must pass advanced level (A/L) examination with minimum simple passes at single attempt in the relevant field. B.Sc. in Fisheries and Marine Science Degree is eligible for candidates who sit G.C.E. (A/L) in the Biological Science stream. BSc in Oceanography Degree is eligible for candidates who sit G.C.E. (A/L) in the Biological Sciences and Mathematics stream. Applications for the prospective candidates in the relevant year will be requested from open newspaper advertisement. The students with the highest qualification (Based on z scores) will be selected through an interview.

### **2.2 Students' Registration**

Students admitted to the Ocean University of Sri Lanka are registered as full-time students and he/she is required to maintain his/her registration during the total period of study in the University. A student shall pay any fee prescribed by the Ocean University of Sri Lanka for registration during the period of study.

### **2.3 Course Enrollment**

Students shall be registered to Course Units conducted by the respective faculty two weeks before the end of previous semester. Students are able to register for course units by filling up Course Unit forms available at the faculty. Only registered students are allowed to sit for the end semester examination.

Any change of registered Course Unit or withdrawal of registration from a Course Unit shall be made within two weeks from the commencement of the academic programme. When the number of applicants for a particular Course Unit exceeds the available capacity, students will be chosen under a selection procedure specified by the respective Department.



Students are encouraged to reach the Assistant Registrar of the Faculty for any query regarding course enrollment or withdrawal of registration.

## 2.4 Orientation Programme

All registered students of the Ocean University of Sri Lanka should have to follow the Orientation Programme during the first four weeks prior to commencement of the academic calendar. The objective of the Orientation Programme is to provide general information of the students' life and facilities available at the University.

## 2.5 Academic Calendar

The official academic calendar of dates approved by the Faculty Board is announced prior to the commencement of each academic year. For general degree programme, undergraduate courses will be conducted at 6 semesters, namely semester 1, semester 2, semester 3, semester 4, semester 5 and semester 6. For special degree programme courses will be conducted for additional one year, consisting with semester 7 and semester 8. The contents of subject matter in courses get progressively advance as the levels go higher. One academic year consists of two semesters.

The Faculty will notify commencement of the academic years and semesters. A typical academic year shall be as in the following table.

### General academic calendar

<b>First half of the year (during a Semester)</b>	<b>Weeks</b>	<b>Second half of the year (during a Semester)</b>	<b>Weeks</b>
First half	8	First half	8
Mid semester break	1	Mid semester break	1
Second half	7	Second half	7
Study leave	2	Study leave	2
Examination	4	Examination	4
Vacation	2	Vacation	6
<b>Total</b>	<b>24</b>	<b>Total</b>	<b>28</b>

## 2.6 Course Modules/ Course Units

A course module is also referred as course unit which is a selectively organized section of a subject. Two types of course modules are offered, as 'Credit course modules' (GPA) and 'Non-credit course modules' (Non-GPA). All course modules consist of lectures, assignments, tutorials and practical sessions (laboratory sessions and field visits). In addition, there are Course Modules consisting of project work or training at different industries.

## 2.7 Credit Value of a Course Module/ Course Unit

The abstract value assigned to a Course Module on the basis of student contact hours in a Course Module is called a credit. Usually, one credit is equivalent to 15 hours of lectures and/or tutorials or 30 - 45 hours of laboratory work, field visits etc. Course Module of one credit to eight credits is available. For example, the contents of a three-credit course module will be approximately three times that of a Course Module of one credit. A credit is a time-based quantitative measure used to determine the contribution of a particular Course Module.

<b>Description</b>	<b>Credit Value</b>
<b>Theory Course Modules</b>	
15 hour Course Modules	01
30 hour Course Modules	02
45 hour Course Modules	03
<b>Practical Course Modules</b>	
45 hour Course Modules	01
<b>Combined Course Modules</b>	
15 theory hours + 45 practical hours	02
30 theory hours + 45 practical hours	03

### **3. Department of Fisheries and Marine Sciences (FMS)**

The Fisheries and Marine Sciences Department is in the Faculty of Fisheries and Ocean Sciences. The Department offers BSc (General) in Fisheries and Marine Sciences, a 3-year full time regular degree program and BSc (Special) in Fisheries and Marine Sciences, a 4-year Special degree programme. The Fisheries and Marine Science is an interdisciplinary by nature and has connections to biology, chemistry, physics, earth sciences and environmental system science. Undergraduates in the Fisheries and Marine Sciences degree program will develop an understanding of the fundamentals of science governing the marine and coastal environments with their interaction with respect social, economic and environmental considerations. The students engage in a wide range of topics of scientific interest and increasing social concern including fisheries, aquaculture, ecological perspectives, laws and regulations, coastal and marine dynamics, microbiology, coastal and ocean-based disasters, remote sensing and GIS technology etc. The curriculum includes modern approaches to data collection in the coastal and marine environments, and the analysis of the big data sets. The degree programme is appropriate for a broad range of career and graduate school opportunities including research, environmental management and consulting, ocean sciences, industrial institutions, elementary or secondary education, environmental policy and law.

#### ***Contact information of the Department***

Department of Fisheries and Marine Sciences,  
Ocean University of Sri Lanka,  
Mahawela Road,  
Tangalle,  
82200  
Sri Lanka.

**Telephone:** +94 474929635

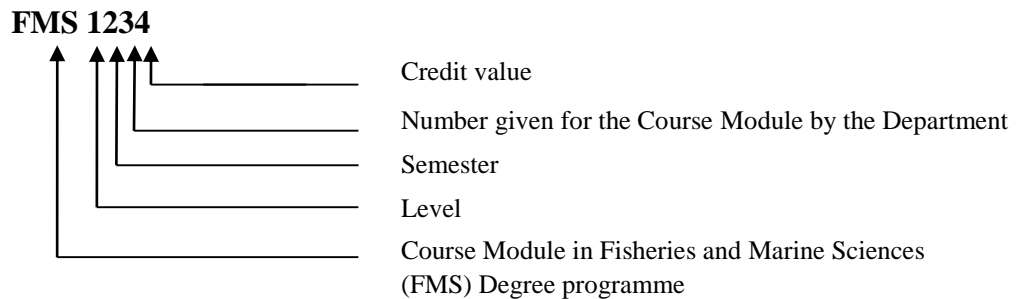
**Fax:** +94 472240145

#### **3.1 Course Units offered by the Degree programme**

Students shall take minimum 90 credits to complete the general degree programme in Fisheries and Marine Sciences. After the third year, limited number of students with high performances will be selected for the special degree programme in Fisheries and Marine Science. Students enroll to the special degree programme need to follow additional 30 credits including research component. The B.Sc. Degree in Oceanography is a four-year program consists with eight semesters. All the students have to follow non-credit compulsory courses to complete general or special degree programme.

### 3. 2 Identification of Course Modules

An alphanumeric code is used to identify a Course Modules. The code consists of four digits prefixed by a set of three letters denoting the subject/type of Course Module as described by the example given below:



Each course module is designated by a maximum of three-letter code identifying the course offering the department, followed by a four-digit number having the following interpretation. FMS 1234 consists of five parts as FMS-1-2-3-4

- The first part: three letters FMS stands for the department; Fisheries and Marine Sciences
- The second part: single numeric value (1) stands for Level- number
- The third part: single numeric value (2) stand for the Semester- number
- The forth part: single numeric value (2) stand for the Serial number given for the course module
- The fifth part: single numeric value (2) stands for the Number of credits in that module

### 4. Course Modules

**Course Module Details**

(1) *B. Sc. General Degree in Fisheries and Marine Sciences Semester 1 to Semester 6 (3 years)*

(2) *B. Sc. Special Degree in Fisheries and Marine Sciences Semester 1 to Semester 8 (4 years)*

<b>Module Code</b>	<b>Module Title</b>	<b>GPA</b>	<b>NGPA</b>
<b>Second Year</b>	<b>Semester-4</b>	<b>Credits</b>	
FMS4012	Behavior of Marine Animals	2	
FMS4022	Research Methods and Scientific Writing	2	
FMS4032	Hydrographic Surveying and Leveling	2	
FMS4042	Applied Algology	2	
FMS4051	Hatcheries and Larval Rearing	1	
EMS4062	Fish Nutrition and Feed Technology	2	
FMS4072	Processing and Preservation of Fish and Fishery Products	2	
FMS4082	Laboratory -IV	2	
	<b>Number of Credits</b>	<b>15</b>	<b>0</b>


<b>Module Code</b>	<b>Module Title</b>	<b>GPA</b>	<b>NGPA</b>
<b>First Year</b>	<b>Semester-1</b>	<b>Credits</b>	
FMS1012	Oceanography and Marine Geology	2	
FMS1022	Introduction to Fisheries	2	
FMS1032	Biochemistry	2	
FMS1042	Marine Biology	2	
FMS1052	Cell Biology, Genetics, and Biotechnology	2	
FMS1063	Fish Anatomy and Physiology	3	
FMS1072	Laboratory-I	2	
FMS1082	English		2
FMS1091	Life Skills		1
	<b>Number of Credits</b>	15	3
<b>First Year</b>	<b>Semester-2</b>	<b>Credits</b>	
FMS2012	Introduction to Aquaculture Production Systems	2	
FMS2022	Marine Ecology	2	
FMS2032	Fishing Gear, Vessels and Capture Methods	2	
FMS2042	General Microbiology	2	
FMS2052	Limnology	2	
FMS2062	Water Quality Management	2	
FMS2071	Information Technology	1	
FMS2082	Laboratory-II	2	
FMS2092	English		2
	<b>Number of Credits</b>	15	2
<b>Second Year</b>	<b>Semester-3</b>	<b>Credits</b>	
FMS3012	Biostatistics	2	
FMS3022	Seafood Microbiology	2	
FMS3032	Spoilage of Fish and Post-Harvest Techniques	2	
FMS3042	Marine Biodiversity and Conservation	2	
FMS3052	Fisheries Economics and Extension	2	
FMS3061	Lagoon and Estuarine Ecology	1	
FMS3072	Human Impacts on Marine Environment	2	
FMS3082	Laboratory-III	2	
FMS3092	Basic Mathematics		2
FMS3101	Humanities		1
	<b>Number of Credits</b>	15	3
<b>Third Year</b>	<b>Semester-5</b>	<b>Credits</b>	
FMS5012	Remote Sensing and GIS	2	
FMS5022	Aquaculture Engineering	2	

FMS5031	National Policies for Marine Environmental Management	1	
FMS5041	International Marine Environmental Law and Policy	1	
FMS5052	Ornamental Fish Breeding and Culture	2	
FMS5063	Population Dynamics and Stock Assessment of Fish	3	
FMS5072	Marine Food Technology	2	
FMS5082	Mini Research Project	2	
	<b>Number of Credits</b>	<b>15</b>	<b>0</b>
<b>Third Year</b>	<b>Semester-6</b>	<b>Credits</b>	
FMS6012	Aquatic Animal Health	2	
FMS6022	Marketing and Entrepreneur Development	2	
FMS6032	Sanitation and Quality Control in Fisheries Industry	2	
FMS6042	Costal Disaster Management and Mitigation	2	
FMS6051	Ecotoxicology	2	
FMS6062	Fisheries Aquatic Resources Management	2	
FMS6073	Industrial Training Module	3	
	<b>Number of Credits</b>	<b>15</b>	<b>0</b>

<b>Module Code</b>	<b>Module Title</b>	<b>GPA</b>	<b>NGPA</b>
<b>Fourth Year</b>	<b>Semester-7</b>	<b>Credits</b>	
FMS7012	Ocean Atmosphere and Climate Science	2	
FMS7022	Environmental Norms and Ethics	2	
FMS7032	Bio-security and Safety Aquaculture and Fishery Products	2	
FMS7042	Marine Biotechnology and Biomedicine	2	
FMS7052	Innovations and Management of Marine Renewable Energy	2	
FMS7062	Coral Reef System Ecology	2	
FMS7072	Marine Evolution and Biogeography	2	
FMS7082	Marine Microbiology	2	
FMS7092	Coastal and Marine Resource Management and Economics	2	
	<b>Number of Credits</b>	<b>18</b>	<b>0</b>
<b>Fourth Year</b>	<b>Semester-8</b>	<b>Credits</b>	

FMS8012	Assignments/Seminars on Current Topics in Marine Sciences	2	
FMS8022	Laboratory Exercises	2	
FMS8038	Individual Research Project	8	
	<b>Number of Credits</b>	<b>12</b>	<b>0</b>

## 5. Academic Staff of the Department

<b>Dean</b>	
 <p><b>Dr. M.F. M. Fairoz</b> Dean Faculty of Fisheries and Ocean Sciences</p>	<p>B. Sc., and M. Phil. (Ruhuna, Sri Lanka) Ph.D. (Shizuoka, Japan) Global Fellow (Duke University, U.S.A.)</p> <p>Research interests:</p> <ul style="list-style-type: none"> <li>• Biological Oceanography</li> <li>• Marine Ecology</li> <li>• Marine Microbial Activity and Dissolved Organic Matter Dynamics</li> <li>• Marine Biodiversity and Conservation</li> <li>• Coral Reef Systems Ecology</li> <li>• Microbial metagenomics</li> </ul> <p>Tel: +94 112525107 (Colombo) Tel: +94 47240147 (Tangalle) Email: <a href="mailto:fairoz.mfm@gmail.com">fairoz.mfm@gmail.com</a></p>



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**Head of the Department**

 <p><b>Head of the Department</b> <i>Department of Fisheries and Marine Sciences</i></p>	<p>B. Sc. (Hons.) (Ruhuna, Sri Lanka) M. Sc. (Uni. of Tromso, Norway) PQHRM (IPM, Sri Lanka) PCM (SLIM, Sri Lanka)</p> <p>Research interests:</p> <ul style="list-style-type: none"> <li>• Fisheries Economics and Extension</li> <li>• Fisheries Marketing</li> <li>• Natural Resource Valuation</li> </ul> <p>Email: <a href="mailto:sndushani@gmail.com">sndushani@gmail.com</a></p>
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**Academic Staff**

 <p><b>Dr. M. P. Kumara</b> <b>Senior Lecturer</b></p>	<p>B. Sc. (Ruhuna, Sri Lanka) Ph. D. (Edinburgh Napier, UK)</p> <p>Research interests:</p> <ul style="list-style-type: none"> <li>• Mangrove Dynamics</li> <li>• Coastal Ecology</li> <li>• Human Impacts in the Coastal zone</li> </ul> <p>Email: <a href="mailto:kumarampp@yahoo.com">kumarampp@yahoo.com</a></p>
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<p><i>Department of Fisheries and Marine Sciences</i></p>	
 <p><b>Dr. W.A. Anusha D.L. Wickramasinghe</b> <b>Head of the Department</b> <i>Department of Aquaculture and Seafood Technology</i></p>	<p>B. Sc. (Hons.) (Ruhuna, Sri Lanka) M.Sc. (Vrije, Belgium) Ph.D (Mumbai, India)</p> <p>Research interests:</p> <ul style="list-style-type: none"> <li>• Aquatic Science</li> <li>• Numerical Ecosystem Modeling</li> <li>• Chemical and Biological Monitoring</li> <li>• Chemical Changes and Their affects to the Global Environment</li> <li>• Genetic Engineering and Recombinant Gene Technology</li> </ul> <p>Tel: +94 474929634 Email: lankadimuthu@yahoo.com</p>
 <p><b>Mr. N. P. G. Pushpitha</b> <b>Lecturer</b> <i>Department of Fisheries and Marine Sciences</i></p>	<p><b>Mr. N. P. G. Pushpitha</b> <b>Lecturer</b> <i>Department of Fisheries and Marine Sciences</i></p> <p>B. Sc. (Ruhuna, Sri Lanka) M. Phil. (Ruhuna, Sri Lanka)</p> <p>Research interests:</p> <ul style="list-style-type: none"> <li>• Aquaculture Engineering</li> <li>• Water Quality Management</li> </ul> <p>Email: pushpitha7@yahoo.com</p>



**Mrs. B.A.N. Indika**

**Lecturer**

*Department of Fisheries and  
Marine Sciences*

B. Sc. (Hons.) (Ruhuna, Sri Lanka)  
M.Sc. (Jayawardenepura, Sri Lanka)

Research interest:

- Marine algae and their distribution patterns
- Marine algae and associated faunal types
- Food microbiology
- Nanotechnological application to enhance antibiotic activity against fish disease

Email: nilushi.bamunuarachchi@yahoo.com



**Mrs. M. I. U. Manikarachchi**

**Lecturer**

*Department of Fisheries and  
Marine Sciences*

B. Sc. (Hons.) (Ruhuna, SL)  
M. Sc.(World Maritime University, Sweden)

Research interests:

- Marine Policy and Law

Email: imaliudeshika@yahoo.com



**Mr. W. A. Anura Upasanta  
Kumara**  
**Lecturer**




*Department of Fisheries and  
Marine Sciences*

B. Sc. (Hons.) (Ruhuna, Sri Lanka)  
M.App.Sc (James Cook University, Australia)  
PADI (Rescue Diver)

Research interests:

- Marine Biology and Ecology
- Environmental Bioscience & Environmental Analytical Chemistry

Email: waaukumara@gmail.com

 <p><b>Mr. T.W.S. Warnasuriya</b> <b>Lecturer</b> <i>Department of Fisheries and Marine Sciences</i></p>	<p>B. Sc. (Hons.) (Ruhuna, Sri Lanka) M. Sc. (Colombo, Sri Lanka)</p> <p>Research interests:</p> <ul style="list-style-type: none"> <li>• GIS and Remote sensing in coastal &amp; marine environments</li> <li>• Ecological survey in coastal and marine ecosystems</li> <li>• Oceanography and marine geology</li> <li>• Coastal disaster analysis</li> </ul> <p>Email: sameethocg@gmail.com</p>
 <p><b>Mr. W. A. Shiran Chamika</b> <b>Lecturer</b> <i>Department of Fisheries and Marine Sciences</i></p>	<p>B. Sc. (Hons.) (Ocean University, Sri Lanka)</p> <p>Research interest:</p> <ul style="list-style-type: none"> <li>• Marine Bio-active compounds and Green technology</li> <li>• Marine Biotechnology</li> <li>• Ocean and Human Health.</li> <li>• Food Engineering and Technology</li> </ul> <p>Email: shiranchamika@gmail.com</p>
 <p><b>Mr. Ishara Rathnasuriya</b> <b>Lecturer</b> <i>Department of Fisheries and Marine Sciences</i></p>	<p>B. Sc. (Hons.) (Ruhuna, Sri Lanka) M.Sc. (Pukyong National University, South Korea)</p> <p>Research interest:</p> <ul style="list-style-type: none"> <li>• Ichthyoplankton (Fish eggs and larvae) Ecology and Diversity</li> <li>• Climate change impact on fisheries resources</li> <li>• Ecological Survey in coastal and marine ecosystems</li> <li>• By catch in capture fisheries, fisheries assessment and management</li> <li>• Marine pollution and aquatic food webs</li> </ul> <p>Email: ishara.ruh@gmail.com</p>



**Mr. V.T. Kelum Dayarathne**  
**Demonstrator**

*Department of Fisheries and  
Marine Sciences*

B.Sc. (Ocean University, Sri Lanka)

Research interest:

- Genetic and taxonomy of holothuroids
- Anthropogenic influence on mangrove ecosystems

Email: sciencekelum@yahoo.com

## 6. Examination & Evaluation

The performance of a student in each subject will be assessed, based on assignments, continuous assessment and closed book examinations. Examinations are held at the end of each semester. The marks awarded for assignments, continuous assessment and the end of semester examination will be taken into account in computing the final grade for each subject.

### 6.1 Grading System

The performance at each module is expressed by a letter grade. The letter grades are based on the Grade point system and percentage marks as indicated in the table.

Percentage Grade	Grade	Grade Point	Definition Remarks
85 and above	A+	4.2	Superior performance
75-84	A	4.0	Excellent
70-74	A-	3.7	Very Good

65-69	B+	3.3	Good
60-64	B	3.0	Encouraging
55-59	B-	2.7	Moderately Good
50-54	C+	2.3	Satisfactory-
45-49	C	2.0	Moderately Satisfactory
40-44	C-	1.7	Pass
35-39	D	1.3	Conditional Pass
34 and below	F	0.0	Fail
	I	0.0	Incomplete

## 6.2 Receiving an Incomplete ["I"] Grade

- a) If a student was unable to complete a course module due to acceptable reasons, he/she will receive an "I" grade. In this regard, the student should upgrade "I" grade at least to a grade "D" within one year, and failure to do so will lead the Dean to declare that it is changed to a grade "F".
- b) If the grade "I" was given because the student was unable to sit the final examination, he/she may be allowed to upgrade it by sitting the examination at a later stage with the approval of the Head of the Department.

## 6.3 Failing Course Modules at Examinations

- a) The students must pass all modules to be eligible for graduation, and should not have 'F' grade for any.  
If a student has received an "F" grade for a Course Module at the end semester examination, he/she will be required to repeat the examination of that Course Module during the following academic yearend semester examination.
- b) A student who obtained an "F" grade must upgrade at least to a grade "C" to be eligible for graduation.

## 6.4 Improvement of Grades

- a) A student who obtained an "F" grade will be entitled for a maximum of "C+" grade at the repeat examination.
- b) A student who obtains a grade below C+ in any Course Module may re-sit the repeat examination of that Course Module during the following academic yearend semester examination for the purpose of improving his/her grade, subject to a ceiling of C+.
- c) The number of times that a student is permitted to sit repeat examination shall not exceed three sittings.
- d) The students who fail to upgrade the grade of 'F' in three attempts will face automatic dismissal

## 6.5 Grade Point Average (Semester)

- a) Calculation of Grade Point Averages
- i. Semester Grade Point Average (SGPA).

The Semester Grade Point Average (SGPA) is calculated at the end of each semester using the formula below:

$$\text{SGPA} = (\sum C_i \times G_i) / \sum C_i$$

Where  $C_i$  is the number of credits for the  $i^{\text{th}}$  Course Unit in a given semester and  $G_i$  is the grade point earned for that Course Unit.

If a student has followed Course Units of total worth more than 15 credits in a semester, the SGPA is calculated based on all compulsory Course Units comprising the highest scoring elective or electives that will take the total credits to 15 for that semester.

- ii. Overall Grade Point Average (OGPA). The Overall Grade Point Average (OGPA) is calculated for the entire degree programme or for a specific part of the programme using the formula below:

$$\text{OGPA} = (\sum C_i \times G_i) / \sum C_i$$

Where  $C_i$  is the number of credits for the  $i^{\text{th}}$  Course Unit and  $G_i$  is the grade point earned for that Course Unit.

## 6.6 Study Limits

- a) Period for Completion of Degree

The maximum permitted period for completion of the B.Sc. General Degree programme is six years while that for B.Sc. Honors degree is seven years, unless the student has obtained prior written approval of the Academic Board to extend the period. A student may make a request for such extension through the Head of the department, with sufficient documentary evidence in support of the need of or such extension.

## 6.7 Graduation Requirements

The students are expected to successfully complete a minimum number of credits from courses offered as stipulated in the programme of study to be eligible for graduation. The total number of credits required to complete the degree programmes, are shown below:

<b>Degree</b>	<b>Total Number of Credits required for General Degree</b>	<b>Total Number of Credits required for Hons Degree</b>
a) Fisheries and Marine Sciences	90	120

## 6.8 Award of Classes

The award of classes is subject to the fulfillment of all the graduation requirements within four or five academic years as relevant. The Overall Grade Point Average as shown below will be used in the determination of the class awarded.

<b>Class</b>	<b>OGPA</b>
First Class	$3.70 \leq \text{OGPA}$
Second class (Upper Division)	$3.30 \leq \text{OGPA} < 3.7$
Second Class (Lower Division)	$2.70 \leq \text{OGPA} < 3.3$
Pass	$2.00 \leq \text{OGPA} < 2.70$

## **6.9 Effective Date of Award of Degree**

The effective date of award of degree shall be the date of the last day of the final examination. In the case of students repeating examinations, the effective date shall be the date of the last repeated End of Semester examination.

## **7. Administrative Policies**

### **7.1 Examination By-Laws**

#### **7.1.1 Eligibility for Examinations**

- a) Before the end-semester examination for each course module, student's eligibility to sit for the exam will be assessed and displayed in the faculty notice board. Eligibility is based on attendance for lectures and other academic sessions specific to a particular course module.
- b) Students must maintain a minimum of 80% attendance to be eligible to sit for the end semester examination of the course module.
- c) Failure to fulfill the above requirement in any Course module will disqualify a student from sitting the examination in that Course module; and the student may sit for the subsequent end semester examination of the course module. It should be noted that an examination sat at a subsequent semester will be treated as repeat examination in the Course module concerned.

#### **7.1.2 Regulations Governing the Conduct of Examinations**

- a) Candidate must be present at their respective examination hall at least 15 minutes before the commencement of an examination and should enter the examination hall at the request of the supervisor.
- b) Candidates must occupy the seats carrying their respective Index numbers or as allocated by the supervisor.
- c) Candidates shall take only pens, pencils, erasers, foot-rulers, mathematical instruments, transparent water bottles and other materials such as essential articles or materials, if authorized by the supervisor into the examination hall.
- d) No candidate shall be admitted to the examination hall after 30 minutes have elapsed from the commencement of an examination, and no candidate will be permitted to leave the examination hall before 30 minutes have elapsed from the commencement of the



exam. Furthermore, candidates are not permitted to leave the examination hall during the last 30 minutes of the examination.

- e) Each candidate should bring his/her Admission Card, and Student's Identity Card issued by Ocean University to the examination hall. If a candidate has lost the Identity Card or Admission Card during the examination period, he/she should immediately report to the Registrar/Assistant Registrar and obtain a duplicate of such documents.
- f) If requested to do so by the supervisor, a candidate must produce any document, written material or item of stationery in his/her possession or custody.
- g) Candidates are prohibited from asking for or exchanging anything with any other candidate, copying or attempting to copy anything written by any other candidate or communicating with any other candidate. A candidate shall not permit or assist any other candidate to copy.
- h) A candidate must use only the answer booklets and sheets of paper provided (date stamped) for that day for the purpose of the examination.
- i) Stationery (writing paper, graph paper, drawing paper, ledger and graph paper, etc.) shall be issued to candidate as required. A candidate shall not tear, fold, crumple, scratch or in any other way damage any item of stationery issued to him/her. A candidate shall use only the stationery issued to him/her by the supervisor and invigilator, and shall leave on his/her desk his/her answer scripts, mathematical tables and any other returnable material issued to him/her before he/she leaves the examination hall. A candidate shall not take out of the examination hall any paper, answer book or any other material issued to him/her by the supervisor or other authorized officer.
- j) Before commencing to answer an examination paper a candidate shall write his/her index number with the name of the examination in the appropriate space in the answer book or sheet and he/she shall write his/her index number on every sheet or paper used by him/her. No candidate shall write his/her name or make any identification mark in any answer script. Any candidate who writes an index number and code other than his/her own on an answer script shall be guilty of an examination offence.
- k) All papers used for rough work as well as writing paper should be attached to the answer script, but all material, which does not form a part of the answer script, should be cancelled by drawing lines across such material.
- l) Candidates shall conduct themselves in the examination hall in such a manner as not to cause any obstruction or harassment to the supervisor, the Invigilators and other candidates, and shall observe silence both inside the examination hall and outside.
- m) A candidate shall not permit another person to impersonate him/her at any examination, and shall not appear on behalf of any other person at any examination.
- n) The supervisor or an invigilator may obtain from a candidate a written statement in respect of any matter that occurs in the examination hall. A candidate shall not decline to make such statement or to place his/her signature on such statement.
- o) During the course of answering a paper, no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency the supervisor may grant permission to do so under the supervisor's surveillance.
- p) A candidate shall remain seated in his/her seat till the answer scripts are collected and shall hand over his/her answer script only to the Supervisor or an Invigilator.
- q) A candidate shall not attempt to make improper use of a document, drawing or instrument.

- r) Students are prohibited from carrying cellular phones or any other electronic devices used for communication during the course of written, oral or practical examinations.
- s) It shall be the responsibility of every candidate to refrain from any act that may lead to any suspicion that he/she has committed any examination offence or is likely to commit such offence.

### **7.1.3 Absence from the Examinations**

Every candidate who is eligible for an examination shall be deemed to have sat the examination unless;

- a) He/she submits a valid reason such as illness, death of immediate family members (i.e. a parent, sibling) or tragic event to withdraw from the examination. Documentary evidence in support of these claims has to be submitted.
- b) In a case of illness, a medical certificate in support of his/her absence, should be submitted prior to the commencement of the examination or he/she shall inform the head of the department in writing of his/her inability to attend the examination and submit the medical certificate within three days after the commencement of the examination.
- c) A student who withdraws or absents himself/herself from any examination with a valid reason as in section (a) shall be eligible for a subsequent examination of the module/modules. Until the student completes the above module/modules, Grade 'I' will appear in the student records and the GPA will be calculated once the module/modules are completed. However, the student who has "I" grade should complete the module/modules within following academic year period, and if fails to complete within one year, an "F" grade will be given.
- d) A student who withdraws or absents himself/herself from any examination without a valid reason [stipulated in section (a)] will be given zero marks for that attempt, and an "F" grade will appear in his/her academic transcript.

### **7.1.4 Examination offenses**

The following are considered as examination offenses;

- a) Possession of any notes, electronic devices and documents, and any other material(s) while in the examination venue, other than those issued at the venue for purposes of the exam.
- b) Copying.
- c) Cheating.
- d) Removing items of stationery and other material belonging to Ocean University from the examination hall.
- e) Misconduct.
- f) Impersonation.
- g) Improper access to the contents of a question paper or to the subject matter of a test, or obtaining aid and assistance to commit an examination offense.
- h) Exercising improper influence on officers engaged in the conduct of an examination.
- i) Any other act considered as an examination offence by Ocean University.

Such offences need to be reported in writing to the Registrar who will institute a Board of Inquiry. The Board of Inquiry will recommend the necessary penalties for consideration and approval of the Senate.

### 7.1.5 Penalties for Examination Offenses

- a) **Possession of any unauthorized materials:** Being in possession of any unauthorized material such as documents results in the cancellation of candidature for any period not exceeding two academic years.
- b) **Copying:** Cancellation of candidature and debarring the candidate from sitting for any examination conducted by Ocean University for any period not exceeding three years and the imposition of other penalties as recommended by the Board of Inquiry.
- c) **Cheating:** Cancellation of candidature and debarring the candidate from sitting for any examination conducted by Ocean University for a period of time, decided by the board of Inquiry.
- d) **Removing out of the examination hall items of stationery and other material belonging to Ocean University:** Cancellation of candidature and debarring the candidate from sitting for any examination conducted by Ocean University for a period of time determined by the Board of Inquiry.
- e) **Improper conduct:** Cancellation of candidature and debarring the candidate from sitting for any examination conducted by Ocean University for a period not exceeding five years and other penalties at the discretion of the Board of Inquiry.
- f) **Impersonation:** Cancellation of candidature and debarring the candidate from sitting for any examination conducted by Ocean University for a period not exceeding five years and other penalties at the discretion of the Board of Inquiry.
- g) **Exercising improper influence on examiners or officers engaged in the conduct of an examination:** Any penalty imposed at the discretion of the board of Inquiry.
- h) **Committing an examination offense for the second time:** Deregistration.

## 7.2 Student Code of Conduct

This code of conduct sets out the standards of the conduct expected of students. It holds students responsible of their actions.

### 7.2.1 Codes of Practice for Students

#### 7.2.1.1 Leave of Absence

- a) In a semester, a student may ask leave of absence for a maximum period of two weeks.
- b) Any student who, for reasons other than sickness, is planning to be absent from his/her academic commitments during the semester or be travelling outside Sri Lanka for vacation must seek prior approval from his/her Academic Advisor
- c) Occasionally, sickness and other circumstances make it necessary for a student to take extended or a full semester leave. A student may be allowed to submit a leave of absence from the course and programme for a maximum duration of twelve months by submitting

an application through the Head of the Department to the Dean for approval. A student who has been granted an extended leave must write to the Registry at least one month before the agreed date of return to the programme confirming his/her intention to continue studies.

#### **7.2.1.2 Plagiarism**

- a) Students are expected to maintain academic integrity in all of their work. Submitting plagiarized work at any time is strictly forbidden.

#### **7.2.1.3 Assignments/ Laboratory Reports**

- a) All assignments and course works/laboratory reports should be submitted on or before the deadline. Report formats specified by the relevant department should be strictly followed when submitting assignments and laboratory reports.

#### **7.2.1.4 Library Policy**

- a) Removal of books from the library without following proper checkout procedures or by misuse of identification is prohibited.

#### **7.2.1.5 General Conduct**

- a) **Dress Code:** Male students must wear long trousers and short- or long- sleeved/rolled up office wear shirts with covered shoes, while female students wear jeans/pants, blouses and other dresses (acceptably covered) on days when lectures are conducted. No T-Shirts, Revealing dresses, Rubber Slippers will be permitted at any time within a lecture hall or laboratory. Multi-colored or Tinted hair or fancy haircuts will not be permitted at any time. If a physical disability compels a student to wear otherwise, he/she will be required to obtain written permission from the Dean of the Faculty or in his/her absence from Head of the Department
- b) **Conduct towards Lecturers and University officials:**
  - Students should be courteous to lecturers at all times. Students shall not use any discourteous or derogatory vocabulary against a lecturer or displayed violent behavior.
  - Students shall not impair, interfere with or obstruct the orderly conduct, process or function of the University or any of its students, faculty members, University officials, guests or the surrounding community.
- c) **Use of Alcohol & other prohibited drugs On-Campus:** The University prohibits the possession, use, consumption, manufacture, sale or distribution of alcohol or any other prohibited drugs in any University building, facility or property or student's hostel rooms.

### **7.3 Prohibition of Ragging and Other forms of Violence in Educational Institutions**

Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act No. 20 of 1998 has been ratified by Parliament. The broad meaning of this act assumes to totally abolish ragging and other forms of violence such as insults and cruel acts. This law makes ragging a distinct and punishable offence.

## 8. Library

The library provides access to academic staffs and all students of OCUSL. The library has two branch libraries in Mattakkuliya and Tangalle premises which serve the different degree programmes. The library consisted of sections for lending, reference, periodicals and special collections

### 8.1 Lending Section

Lending section issues books for a period of two weeks to undergraduates. If needed which can be extended for another two weeks and must meet assigned librarian.

### 8.2 Reference Section

Reference section includes reference materials and permanent reference materials. Reference materials are issued to students for overnight use. Reference materials could be borrowed between 3.00 p.m. to 4.00 p.m. and should be returned before 10.00 a.m. of the following day due date. Permanent reference materials (such as encyclopedias, dictionaries, glossaries and other valuable books) are intended strictly for reference within the library. Reading facilities are provided in this section.

### 8.3 Photocopying Service

The Library provides a limited photocopying service (subjected to nominal fee) for those who requires copies of reference materials available in the Library.

### 8.4 Borrowing Library Resources

Borrowing Library Resources with the exception of certain categories (i.e. Permanent reference materials, dictionaries, atlases, books under special collections etc.) all other books may be borrowed. The university record book or identity card must be produced when borrowing books. Books may be borrowed before 4.00 p.m. Details about the number of books can be borrowed is given in the following table.

Semester	Lending books	Reference books	Electronic media
Semester 1	01	01	01
Semester 2	01	01	01
Semester 3	01	01	01
Semester 4	01	01	01
Semester 5	02	01	01
Semester 6	02	01	01
Semester 7	02	02	01

Semester 8	02	02	01
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## **8. 5 Returning Library Resources**

Borrowed books must be returned by 10.00 a.m. on the due date. Borrowers remain responsible for books, which are issued to them. If an issued book is lost or damaged, the matter should be reported to the library immediately. Borrower has to replace it with a new copy of the same edition or subsequent edition within due date. If the book is not available in the market, the borrower will be charged for the replacement cost of the book and a processing fee of 25% from the value of the book. All library resources borrowed must be returned and all outstanding fines must be paid when a student leaves the university. Users who fail to fulfil their obligations may have their degree certificate withheld until they return the borrowed resources and pay the fine.

## **8. 6 Fines and Payments**

A fine of Rs.5.00 per day will be imposed in respect of each book borrowed from lending section, if not returned by the due date. A fine of Rs.10.00 per day will be imposed in respect of each book borrowed from reference section, if not returned by the due date. All payments should be made to the Shroff of the faculty.

## **9. Student services and facilities**

### **9.1 Getting help and Advice**

Student support and services contribute to the quality of their learning experience and their academic success. Students are expected to discuss issues or problems of the academic programme with their course coordinators. In addition, they can seek assistance from the head of the department in relation to subject specific or specialization specific issues. There is a Student Affairs Branch which supports students for issues related to enrollments, registrations etc. Problems or issues common to many students may be best resolved through the batch representatives.

### **9.2 Hostel Facilities**

At present, the University supplies hostel facilities only for a limited number of students. Students including both male and female who are enrolled in to Fisheries and Marine Sciences degree programme at Tangalle are eligible for requesting hostel facilities being that area is rural. A few rented by the University are used as student's hostels. Those who get hostel facilities are required to pay nominal fee of Rs.1000/= per month.

### **9.3 Cafeterias**

Tangalle campus operates a cafeteria in the main building during week days from 8.30 a.m. to 4.00 p.m.

#### **9.4 Sport facilities**

The faculty supports several indoor (Table tennis, Caroms and Chess) and outdoor (Volleyball, Netball, both hard and soft ball Cricket and Badminton) sports. Further, there is a well-equipped gymnasium for students' exercises and fitness in Tangalle premises. A swimming instructor is assigned to conduct swimming practices at Beliatta public swimming pool. All students enrolled in to B.Sc. Degrees in OCUSL are highly motivated to learn swimming and lifesaving.

#### **10. Student activities**

During the study period at the Ocean University of Sri Lanka, students are encouraged to engage in extracurricular activities. Students will find that participation in extracurricular activities not only enrich University experience but also promote and aware public on degree programmes. There are a wide range of extracurricular activities organized by the University and the department as well as students. Participation in these activities provides social association, leadership opportunities and professional development.